

**BY ORDER OF THE  
SUPERINTENDENT**



**UNITED STATES AIR FORCE ACADEMY  
INSTRUCTION 24-201**

**02 JANUARY 2003**

**Transportation**

**HANDLING REUSABLE AND  
SPECIAL-PURPOSE PACKING CONTAINERS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction explains to all USAFA agencies receiving shipments in reusable and special-purpose packing containers (defined in AFI 24-202, *Preservation and Pricing*) how to keep and reuse these containers. It implements AFD 24-2, *Preparation and Movement of US Air Force Material*, and references AFMAN 23-110CD, Vol I, Part One, Chapter 10, Section 10W, *Supply Management Procedures/ Special Equipment and Supplies/ Container Management*.

**SUMMARY OF REVISIONS**

Redefines the responsibilities of the Base Reusable Container Manager. A bar ( | ) indicates revisions from the previous edition.

**1. All USAF Academy Assigned Agencies that receive, store, issue, or ship Government equipment participate in the USAF Academy Reusable Container Program:**

- 1.1. Keep all reusable containers and packing materials as defined in AFI 24-202 regardless of condition to prevent deterioration and damage.
- 1.2. Turn in items requiring special packaging in their original containers. Recover, retain, and reuse containers and packaging materials to ship serviceable and repairable assets.
- 1.3. Use AF Form 451, **Request for Packaging Service**, to request local fabrication of SPI (Special Packaging Instruction) containers for shipments without a required SPI pack. AF Form 451 must accompany all items turned-in to base packaging activities without prescribed SPI containers.
- 1.4. Turn containers in to base supply to provide lateral support to other MAJCOM activities. Indicate container type, size, and location on the inventory listing. Relocate excess containers to the packaging and crating storage location when possible.
- 1.5. Maintain copies of AFI 24-202 and USAFAI 24-201.

- 1.6. Provide secure storage space for reusable containers and special internal packing materials. Advise The USAFA Reusable Container Manager (10MSG/LGRDSTF) of those reusable containers being stored. 10MSG/LGRDSTF will do a physical inventory at least annually when notified by the organization of reusable containers being stored.
- 1.7. Advise 10MSG/LGRDSTF when the number of containers on hand exceeds storage capacity.
- 1.8. Recommend improvements to the USAFA Reusable Container Program.

## **2. The USAFA Reusable Container Manager:**

- 2.1. Provide units with procedures for recovery, retention, reuse and disposal of packaging materials and containers on a first time and annual basis.
- 2.2. Provide storage space for reusable containers that cannot be stored at the unit level.
- 2.3. Review quarterly the AF Form 451 received from USAFA organizations. From this review, 10MSG/LGRDSTF prepares a base reusable container analysis provided to the Loss Prevention Work Group (LPWG). The following data is included:
  - 2.3.1. Number of items turned in for packaging requiring reusable containers.
  - 2.3.2. Number of items turned in without required reusable containers.
  - 2.3.3. Cost of replacement containers (estimated cost of materials to construct a replacement container or issue a replacement container from stock, to include man-hour cost).
  - 2.3.4. Estimated cost saved due to retention and reuse of packaging materials and reusable containers.

## **3. Form Adopted . AF Form 45, Request For Packaging Service**

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